



236 Walnut Avenue
Lakeside, OH 43440
internships@lakesideohio.com
www.lakesideohio.com
www.facebook.com/lakesideohio
www.instagram.com/lakesideohio
blog.lakesideohio.com

2019 Lakeside Leadership Academy (Internship)

WHAT IS LAKESIDE CHAUTAUQUA?

Lakeside Chautauqua is a nonprofit organization that engages all ages in a year-round Chautauqua experience dedicated to nurturing mind, body and spirit. Located halfway between Cleveland and Toledo, it is a historic community that offers programming in religion, education, cultural arts and recreation during the summer. With daily concerts, special events, lectures, shuffleboard, tennis, waterfront activities, cottages, hotels, shops and restaurants, Lakeside Chautauqua remains a year-round retreat for generations of families. On your days off, visit nearby Cedar Point, Put-in-Bay, Kelleys Island, the Marblehead Lighthouse and other local attractions.

Our mission is “to enrich the quality of life for all people, to foster traditional Christian values and nurture relationships through opportunities for renewal and growth...spiritually, intellectually, culturally and physically...while preserving Lakeside's heritage.”

2019 INTERNSHIP OPPORTUNITIES

- Accounting/IT Support
- Advancement Events
- Arts/Entertainment Management
- Conference & Event Planning
- Educational Event Planning/Promotions
- Environmental
- Guest Services
- Horticulture
- Hospitality Management
- Marketing & Analytics
- Newspaper Publication Design
- Photography
- Programming/Religious Life
- Recreation
- Video
- Wellness

COMPENSATION & INCENTIVES

Lakeside Chautauqua offers a competitive internship compensation package, which includes a \$2,000 seasonal stipend, shared housing (rent, water, electric and cable/Internet included), Season Pass and Season Auto Pass to attend summer programming at Lakeside.

ELIGIBILITY & TIME COMMITMENT

The ideal candidate is enrolled in a college/university with having completed at least one year of an undergraduate degree. Graduate students and recent college graduates are also accepted. Interns are required to work days, evenings, weekends and all summer holidays from May 12 (at least) to August 16 (or later). Work schedules are determined by supervisors; some positions require a 10-hour work day. It is preferred that interns are not enrolled in summer classes while working at Lakeside.

HOW TO APPLY:

Applicants must submit:

- Cover letter
- Resume
- 3 Professional references (name and contact information)
- Writing and/or design samples (if required for position)

Only electronic submissions will be accepted, including follow-up. Send materials to internships@lakesideohio.com. In the subject line, indicate the internship position that interests you. If you qualify for more than 1 position, please indicate in your cover letter and subject line; limit of 2. Recruitment begins in December, and applications are accepted until positions are filled, usually by early March. Priority consideration will be given to early applications.



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2019 Hospitality Management Internship

The Hospitality Management Intern participates in all aspects of hotel operations. The coordination begins from the time of booking a reservation. The Hospitality Management Internship requires a high level of administrative duties involving database management of reservations, room check-in and -out and invoicing. This individual is highly involved with Lakeside's two hotels – Hotel Lakeside and the Fountain Inn.

Duties include greeting guests, ensuring the guests' stay is enjoyable, and solving problems as they arise. It is preferred that this individual must be a current student in the hospitality, guest services, tourism or business fields seeking a career in Hospitality Management. This individual reports directly to the Director of Hospitality.

Please note: the Hospitality Management Intern is expected to work days, evenings, some weekends and all summer holidays (Memorial Day weekend and Fourth of July), often 8-hour days, as work schedule is based on guest traffic.

ESSENTIAL DUTIES & RESPONSIBILITIES (PLUS OTHER DUTIES AS ASSIGNED):

- Assist in daily front desk operations at the Hotel Lakeside and Fountain Inn
- Train in/be exposed to all facets of hotel management, including but not limited to: rate management, scheduling, night audit and procurement
- Act as liaison between hotels and food service, particularly in the area of assessing needs for daily continental breakfast
- Assist the Director of Hospitality and Housekeeping Manager with implementation of an updated hotel room inspection program
- Manage guest complaints and advise solutions, within means, to solve the situation in a timely manner
- Attend weekly Guest Services meetings, carrying forth action items at the discretion of the Director of Hospitality
- Monitor guests' feedback while assisting with appropriate responses through all communications channels (email, phone, mail or face-to-face)
- Assist in the setup and operation of the Information Center when necessary
- Assist with Lakeside Chautauqua special events as needed
- Work on hospitality-related projects as directed by the Director of Hospitality
- Participate in all LLA activities, forums and gatherings
- Make an oral presentation to the Lakeside Chautauqua staff regarding summer internship experience

HOW TO APPLY: Applicants must submit a cover letter, resume and minimum of 3 professional references (name, title and phone number). Only electronic submissions will be accepted, including follow-up. Send materials to internships@lakesideohio.com. In the subject line, indicate the internship position that interests you. If you qualify for more than 1 position, please indicate in your cover letter and subject line; limit of 2. Recruitment begins in December, and applications are accepted until positions are filled, usually by early March. Priority consideration will be given to early applications.